

**MICHIGAN DRUG COURT GRANT PROGRAM  
PROGRAM DESCRIPTION AND REQUIREMENTS  
CALENDAR YEAR 2004**

Purpose Area (1) - Planning Grant - Single Jurisdiction

Overview:

Single jurisdiction planning grants are for jurisdictions that are interested in establishing a new drug court and are in the early stages of planning that effort.

Purpose and Goals:

Planning grants will assist jurisdictions that intend to establish a drug court. Planning grants will enable grantees to undertake a relevant needs assessment to identify the characteristics of their drug caseload, offender population, and treatment options. **Planning grants are limited in scope and will not necessarily lead to subsequent state or federal funding to implement the programs that result from the planning effort.** The outcome of the planning process, however, should enable grantees to develop a sufficient needs assessment and cost analysis to justify a funding request to local, state, or federal funding sources. Applicants are encouraged to identify a local evaluator to assist in the planning stages of the drug court. It is important to review the federal guidelines for data collection and evaluation criteria in planning the drug court as these issues would need to be addressed in order to pursue federal funding for implementation of the drug court.

Program Requirements:

- I. **Applicant Summary:** The applicant summary attached should be completed including signatures as required.
- II. **Program Abstract:** A one page program abstract summarizing the goals and objectives of the grant request.
- III. **Narrative:** The program narrative must not exceed 7 double-spaces pages and must include the following:
  - A. A problem statement that outlines the current case process in the applicant's jurisdiction including the volume and any recent increase in nonviolent drug/alcohol offenses. (1-2 paragraphs)
  - B. A goal statement that clearly describes how the planning grant would assist the jurisdiction in establishing a drug court program, the issues to be addressed during the planning process, the anticipated outcomes to be achieved, and the process that will be undertaken to plan for its establishment. Goal statements should be related to the key components of the drug court program as outlined on page 5 of the Application Guidelines. (2-4 pages)

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**III. Narrative (cont)**

- C. Clearly identify the relevant stakeholders in the applicant's jurisdiction, and a description of how these parties will participate in the planning process. The work experience and the amount of time to be spent on the project must be identified for the individual designated to manage the planning grant and planning process. (1-2 pages)

**IV. Budget:** The Budget Section of the grant application, including the Budget Narrative, should be completed according to the directions outlined in the Budget Section.

**V. Assurances:** Complete the Assurances Section of the grant application which includes required signatures.

**VI. Letters of Support:** Letters of support should be attached as an Appendix to the Applicant Summary, Program Abstract, Narrative, Budget, and Assurances sections of the grant application.

Letters of support are required from each of the five key team members (judge, prosecutor, defense attorney, treatment provider, and project director). If a treatment provider has not been selected, please include a letter from the director of the county substance abuse coordinating agency. The letters of support are not included in the 7 page limit for the narrative. Letters of support should include the following:

- A. An expression of support for the project;
- B. Willingness to participate in the development of the project;
- C. Role and responsibility in the planning process;
- D. Expected responsibilities and resources when the drug court is operational;
- E. Willingness to participate in a mentor drug court site visit, and participate in statewide drug court training conferences that may be offered.